

PAY PERIOD ENDING: _____ PAGE _____ OF _____

EMPLOYEE NAME: _____

DEPT #:

EMPLOYEE
CLOCK #:

[illegible]

DATE	EXPENSE CODE	VALUE (I.E TOTAL)	DESCRIPTION
MM/DD/YY	SEE PAGE 2	SEE PAGE 2 FOR UNIT OF MEASURE	OPTIONAL FIELD FOR COMMENTS

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EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE

RECORD TIME IN TENTHS OF AN HOUR

SUN		SUN	
MON		MON	
TUES		TUES	
WED		WED	
THURS		THURS	
FRI		FRI	
SAT		SAT	

For use with Ceridian Time & Attendance

EXTERNAL TIME CODES (In order by Type and Description. The old codes are listed in parenthesis)

HOURS WITH PAY:				SPECIAL PREMIUM EXPENSE CODES:		
				Type of Expense	UOM	Code
Add Lunch	ADDL	Overtime Used (07)	OTUS	Advanced Practice Nurse	by Hour	APFN
Back to Back (41)	BACK	Paid Not Worked (16)	PDNW	Auto Mech Rollback/Wrecker	by Hour	AMDC
Excused-Bereavement (09)	BERV	Personal Hours (05)	PER	Charge Nurse	by Hour	CNFN
Excused-Critical (09)	CRIT	Regular Hours (01)	REG	CIB Unit for Sheriffs	by Hour	CIBS
Excused-FMLA (09)	FMLA	Regular Hours No Shift (01)	REGN	Crew Leader for DC48	by Hour	CLDC
Excused-Medical (09)	MED	Sequester OT 8 Hours (14)	SQOT	Dog Handlers for DC48	by Hour	DHDC
Excused-Other Absence (09)	OTHR	Sequester Straight 16 Hours (14)	SEQR	Painter-Drywall/Taping/Finishing	by Hour	PDBT
FMLA-Excused (09)	FMLA	Sick Allowance (03)	SICK	Painter-Spraying/Sandblasting	by Hour	PSBT
FMLA-Holiday Paid (08)	FHP	Suspended with Pay (14)	SUSP	Nurses Weekend Pgm \$8.00	by Hour	NWP8
FMLA-Holiday Used (20)	FHLU	Union Release with Pay (14)	UREP	Nurses Weekend Pgm \$9.00	by Hour	NWP9
FMLA-Injury Pay (29)	FINJ	Vacation (04)	VAC	Pulling Fee for Nurses	by Hour	PFFN
FMLA-Overtime Used (07)	FOTU	HOURS ONLY - NO PAY:		Radio Pager Pay for Machinists	by Hour	RPMA
FMLA-Paid Not Worked (16)	FPNW			Standby for Building Trades	by Hour	SBBT
FMLA-Personal (05)	FPER			Standby for DC48	by Hour	SBDC
FMLA-Vacation (04)	FVAC			Standby for FNHP	by Hour	SBFN
Holiday Used (20)	HOLU			Standby for Firefighters	by Hour	SBFF
Holiday Paid (08)	HP	Absent without Pay (21)	AWOP	Standby for NR Investigators	by Day	10NR
Holiday-Pool Nurses (63)	PNHW	Absent without Pay FMLA (21)	FWOP	Standby for NR Nurses	by Hour	NSNR
Holiday-Nurses Premium (57)	NHOL	Approved Leave without Pay (21)	LWOP	Standby for NonRep	by Hour	SBNR
Injury Pay (29)	INJ	Medical without Pay (21)	MWOP	Standby for Sheriffs	by Day	SBSH
Jury Duty (14)	JURY	Military without Pay (38)	MILW	Standby for TEAMCO	by Hour	SBTC
Military with Pay (14)	MILP	Pool Nurses w/Benefits (38)	NWOP	Wall Washing	by Hour	WWDC
Misc Paid Leave (14)	MISC	Union Business without Pay (38)	UBWP	Working 7ft or higher	by Hour	W7DC
Note: Only payroll clerks can enter FMLA or Injury Pay codes on your electronic Ceridian timecard.				Voluntary Time Off (Budget Reduction) (38)	VTO	ACCRUED HOURS:
				Tardy without Pay (21)	TWOP	
				Suspended without Pay (21)	SWOP	
				Holiday Accrued (19)		HOLA
				Memo Unpaid (89)		MUP
				Note: Not all accrued time codes are listed above because they are automatically calculated by the system and therefore do not need to be listed as exceptions.		

PROGRAMMATIC LABOR DISTRIBUTION INSTRUCTIONS:

LABOR DISTRIBUTION				
HOME/ WORK ORG	TRAN CODE	PROGRAMMATIC STRING		
		Activity	Function	Rpt Cat
		Job Number		

Option 1 - Enter Work Org only, zero fill other fields

XXXX 1 0000 0000 0000

Option 2 - Enter Work or Home Org within department, Tran Code is 1, enter Program String (4 digits), zero fill other fields

XXXX 1 1234 1234 1234

Option 3 - Enter Home Org within department, Tran Code of 2, enter Job Number (8 digits)

XXXX 2 12345678

SPECIAL PREMIUM EXPENSE CODE EXAMPLE:

NOTE: IF THE SPECIAL PREMIUM UNIT OF MEASURE IS "HOURS" RECORD TIME IN TENTHS, BUT IF THE UNIT OF MEASURE IS "DAYS" RECORD TIME BY DAY.

DATE	EXPENSE CODE	VALUE (I.E. TOTAL)	DESCRIPTION
MM/DD/YY	SEE PAGE 2	SEE PG 2 FOR UNIT OF MEASURE	OPTIONAL FIELD FOR COMMENTS
1/15/07	WWDC	24.5	WALL WASHING
1/16/07	10NR	4	NR INVESTIGATORS

Who should use a Supplemental Timesheet? Under what circumstances?

Employees that punch a timeclock/WebClock will use this timesheet to:

- 1) Report exception time to their supervisor, like vacation, sick, absent hours etc.
- 2) Report special premiums to their supervisor, like standby or pulling fees etc.
- 3) Report in/out times if you are at a location that does not have a timeclock/WebClock or the timeclock/WebClock is not working.
- 4) The employee wants his approver to change the overtime worked from paid to accrued or from accrued to paid.

Note: Unless otherwise specified by union contract or county ordinance, the system defaults NonRep overtime to ACCRUED and Union overtime to PAID.

Instructions:

- 1) Enter your first and last name in the Employee Name field.
- 2) Enter your clock number in the Employee Clock # field.
- 3) Enter the pay period ending date in the Pay Period Ending field.
- 4) Enter the date in the Date column MM/DD/YY.
- 5) Enter the start/stop times and calculate total hours, if applicable.
- 6) Enter exception time, if applicable. Add Description or Time Code (see above).
- 7) Enter special premiums hours, if applicable. Add Expense Code (see above).
- 8) Enter labor distribution, if applicable (see above).
- 9) Enter Comments as needed.
- 10) Sign the timesheet.
- 11) At the end of pay period, send completed timesheet to your approver so it can be entered into Ceridian Time & Attendance (CTA).